

HIGHLANDS RECREATION DISTRICT BOARD MEETING
Tuesday, May 8, 2012

Attendants:

BOARD- Hal Carroll (HC)
Jim Sell (J.S.)
Michelle McNeil (M.M.)
Pam Merkadeau (P.M.)

STAFF- Brigitte Shearer (BS)
Bryce Robertson (BR)
Mike Koenig (MK)
Jeff Schwartz (JS)
Rebecca Hitchcock (RH)

CALL TO ORDER

The meeting was called to order at 7:05 pm by Board Member HC

REVIEW AND APPROVAL OF THE MINUTES

The minutes of the April 5, 2012 Special Board Meeting were reviewed and approved as read.

The minutes of the April 10, 2012 Regular Board Meeting were reviewed and approved as read.

INTRODUCTION OF GUESTS

Liesje Nicolas HCA representative (arrived at 7:15pm)

COMMUNICATIONS, ANNOUNCEMENTS & COMMENTS FROM THE AUDIENCE

The Board was given information about the California Special District Association Legislative Days that will be held on May 16-17, 2012 in Sacramento.

MANAGER'S REPORT

- A. Programming- Summer Camps continue to fill ahead of last year's schedule. The Pool's swim and diving lessons are ahead of projections; CERT quarterly planning meeting is on 5/16. EEC is fully-staffed and each class has a waitlist. Seasonal Programs and facility rentals are ahead of projections.
- B. Facilities/Grounds- Back flow unit repairs will occur at end of May; Sports court will be repaired/ upgraded shortly. A site survey proposal has been received. EEC building A/C repairs are underway.
- C. Administrations- Staff mini-retreat date was held April 25 and will resume May 10. Annual all staff training date set for Sunday, June 10, 2012. Staff is encouraged to document all training and development.

- D. LAFCo Update-The preliminary report is still not available for review. HRD will continue to follow-up with Martha Poyatos.
- E. Property owners at 1775 Yorktown Rd have filed application for use permit with SM County. Permit fees have been paid. HRD will be notified of hearing date(s).

COMMITTEE REPORTS

None

FINANCIAL REPORT

The Rec. is at 83% of the budget. The Board reviewed the financial report.

OLD BUSINESS

- A. The Board discussed the election of Board Member Officers. Board opted to delay elections until new member is appointed
- B. The Board discussed the Request for Additional Architectural Fees. HRD and District Counsel will review documentation received.
- C. The Board discussed the Pool's compliance with ADA requirements. BR will continue to monitor legislative activity on the matter.

NEW BUSINESS

- A. The Board discussed the current status of the search for a new Board Member. Notices have been posted and distributed. Application deadline is May 25th.
- B. The Board discussed the necessary repairs and upgrades to the sports court and grass area. Board Member PM made a motion to award a bid not to exceed \$14,000 to American Asphalt and the motion passed unanimously
- C. The Finance Committee meeting will be scheduled shortly. Committee members are awaiting the draft budget documents.
- D. The Board discussed the opportunity to offer an internship to a college student studying the Parks & Recreation field.

PAYMENT OF THE BILLS

Bills were passed for the Board's review and signatures. Board Member MM made a motion to pay the bills and the motion passed unanimously.

ADJOURNMENT

Board Member PM made a motion to adjourn the meeting and the motion was passed unanimously. The meeting was adjourned at 9:00pm.

Respectfully submitted,

Brigitte Shearer
Board Secretary